



# **COLONIAL FIGURE SKATING CLUB, INC.**

## **VOLUNTEER POLICY**

**Colonial Figure Skating Club, Inc. (CFSC) Membership Season  
July 1, 2016 through June 30, 2017**

Colonial Figure Skating Club, Inc. (CFSC), 501 (c)(3) non-profit organization, depends heavily on volunteers.

All families holding

- Gold Level memberships will be required to volunteer ten (10) hours per year.
- Silver Level, Team, and all Professional level membership families are required to volunteer five (5) hours per year.
- Bronze Level families are required to submit three (3) volunteer hours.

Families who choose not to fulfill their hours will be financially responsible for payment of

- \$200/ten (10) hours
- \$100 /five (5) hours
- \$50/three (3) hours.

CFSC is required to track all volunteer hours worked for auditing purposes. When volunteering at an event, it is the member/parent's responsibility to fill out a volunteer voucher, have it signed by the event chairperson, and return the slip to the CFSC office for processing so those hours will be credited. For your convenience, blank volunteer slips may be found on the CFSC website or in the CFSC office. If no slips are received, your account will be assessed accordingly. Deadline to turn in volunteer forms May 31, 2017.

Volunteers are needed in the following areas:

### **Competition Support**

Hospitality, Registration, Music, Ice Monitors, Runners, and various other areas for: Colonial Classic, Adult Winter Challenge, New England Regional, Basic Skills Spring Skate, Colonial Open

### **Event Coordination**

Annual Ice Crystals Show and Send-Offs, including tickets, set-up, tear-down, costumes, music, etc.

### **Committee Support**

Ice Committee, Pro's Committee, Publicity, Membership, Send-Offs, Testing, Athlete's Advisory, NEICC, Marketing, Finance, Annual Banquet, Board of Directors

By submitting a membership to Colonial Figure Skating Club, Inc., you will be automatically signed up to receive Constant Contact e-mails through the CFSC office. Check all bulletin boards at the rink for volunteer opportunities throughout the season. It is your responsibility to seek opportunities.

Volunteer hours may be accumulated from July through May. However, most events take place before the end of May and assessment bills will be issued in early June.

I acknowledge that I have read and understand the volunteer policy.